

Examples of business documents

Worksheet 8a

- 1 Collect at least one example of each type of business document. You should store all the original documents with this list.

	Name of document	Name of business	Purpose of document
Report			
Memo			
Letter			
Invoice			
Notice			
Article			
Email message			
Webpage			
Database report			
Directory			

- 2 Find examples of each of these in business documents.

	Name of document	Name of business	Purpose of image
Graph or chart			
Bitmap image			
Vector image			

Writing business letters

Spot the mistakes in this business letter.

Kingsmond Kitchen Designs, High St, Kingsmond

MR TED SMITH
26 STATION ROAD
KINGSMOND

DEAR SIR OR MADAM

THANKS YOU FOR PURCHASING A NEW KITCHEN FROM US WE
HOPE YOU LIKE IT.

DO NOT HESITATE TO CONTACT US AGAIN IF YOU HAVE ANY
FERTHER REQUIREMENTS.

YOUR FRIENDS

Adding interest to a document

A menu is an important business document in a restaurant. In the UK a menu has to be displayed outside, so the customer can form an impression of the food and the atmosphere before stepping inside.

Look at these four versions of the same menu. What impression does each one give? What elements in the layout help to give that impression? Which do you prefer and why?



Skills audit

Use this worksheet to check that you can use all these features in business software applications. You do *not* have to be able to use all of them in any one application.

I can ...	✓
format text using bold, underline, italics, fonts	
arrange text using indents, tabs and paragraphs	
copy and move text and images	
use shading, lines and borders	
use bullet points	
layout pages using page size, orientation and margins	
use page numbering	
use headers and footers	
create columns	
create and use a template	
create a document with several pages	
import files	
merge documents	
create tables	
use basic formulae, including addition, subtraction, multiplication, division and average	
format data as currency, integers and dates	
produce a report from a database	
create bitmapped images	
create vector images	
resize and rotate images	
combine text, different sized images and shapes into single images	
create a line graph	
create a bar chart	
create a pie chart	
use labels and legends for charts	

Image checklist

For assessment you should create two bitmap and two vector images. These images may be included in the documents that you also have to produce. Enter them in the first chart below.

The images you create should, between them, cover all the requirements listed in the assessment guidance for this unit. The requirements marked with * in the second chart must be covered to achieve Distinction.

	Bitmap images		Vector images	
Name of image				
Software application used				
Name of document where image is located				
Why this image is needed				

Tick AT LEAST ONE of the boxes in each row

Includes text				
Combines different sized images				
Combines different shapes				
*Combines different colours				
*Combines different shades				
*Combines different patterns				
*Combines different lines				

Document checklist

For assessment you should produce at least six documents. If you create more than six documents then use a second copy of this sheet.

The documents you create should, between them, cover all the requirements listed in the assessment guidance for this unit.

The requirements marked with * must be covered to achieve Distinction.

Name of document						
Type of document						
Main software application used						
Other software applications used						

Tick AT LEAST ONE of the boxes in each row

Charts or graphs						
Create and use a template						
Multi-paged						
Combined text, number and graphics (At least TWO documents)						
*Produced from database						
*Uses columns						